

## **HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE**

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Thursday, June 18, 2020 in meeting room 1H&I located on the first floor of the Administration Building.

**HR COMMITTEE MEMBERS PRESENT: Marsik, Greshay, Hilbert, Schmidt and Kuehl**

**MEMBERS EXCUSED: None**

**ALSO PRESENT: James Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Megan Firari, HR Specialist (by phone); Ed Somers, Clearview Administrator/Executive Director; Karen Gibson, County Clerk; Becky Bell, Human Services and Health Director; David Ehlinger, Finance Director; Bob Barrington, Managing Attorney; Karen Krentz, Interim Child Support Director; John Bohonek, County Conservationist; Russell Freber, Physical Facilities Director; Amy Nehls, Emergency Management Director; Kim Nass, Corporation Counsel; David Guckenberger, County Board Supervisor; Victoria McGrath, McGrath Consultant; Malayna Halvorson Maes, McGrath Consultant**

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Marsik asked the non-Committee Member County Board Supervisors present, if they wished to be paid for attending the meeting. Supervisor Guckenberger declined payment.

Marsik asked if anyone present had any public comments. There were none.

Motion by Greshay to approve the minutes of the regular meetings of June 2, 2020. Second by Hilbert. Motion carried without negative vote.

Mindemann presented a request for an unpaid medical leave for 06/17/2020 – 06/29/2020 for an employee with the Human Services and Health that previously exhausted 2020 State or Federal Family and Medical Leave (FMLA). Mindemann verified receipt of proper medical certification.

Motion by Schmidt to approve the unpaid medical leave as presented. Second by Greshay. Motion carried without negative vote.

Mindemann presented a request for an unpaid medical leave for 09/14/2020 – 11/23/2020 for an employee with the Human Services and Health that does not qualify for State or Federal Family and Medical Leave (FMLA). Mindemann verified receipt of proper medical certification.

Motion by Hilbert to approve the unpaid medical leave as presented. Second by Greshay. Motion carried without negative vote.

Mindemann presented a request for an unpaid medical leave for 06/15/2020 – 07/15/2020 for an employee with the Human Services and Health that previously exhausted 2020 State or Federal Family and Medical Leave (FMLA). Mindemann verified receipt of proper medical certification.

Motion by Schmidt to approve the unpaid medical leave as presented. Second by Greshay. Motion carried without negative vote.

Victoria McGrath and Malayna Halvorson Maes gave a presentation of a summary of outcomes and findings regarding the Compensation and Benefit Study. McGrath and Halvorson Maes answered questions from the Committee members. McGrath enumerated the next steps of the Compensation and Benefit Study, which included: updating the salary schedules, finalizing the report with an Executive Report and determine when to present to the County Board and employees. Mielke recommended to present the Executive Summary at the August County Board meeting and suggested a separate, early mailing to ensure County Board Supervisors have sufficient time to review the packet before the meeting. It was the consensus of the Committee to have McGrath give the Compensation and Benefit Study presentation at the August County Board meeting and provide the Executive Report to this Committee prior to the August County Board Meeting.

The Committee reviewed the Personnel Requisition. Mielke recommended approval of these requests.

One (1) Community Education Coordinator (Extended Temporary Increase in Hours)	Human Services
One (1) Imaging Technician Intern	LR & P
One (1) Child Support Specialist I/II – Enforcement	Child Support
One (1) Division Manager-Fiscal Services	Human Services
One (1) Economic Support Specialist	Human Services

Motion by Schmidt to approve the Personnel Requisitions for Human Services as presented. Second by Greshay. Motion carried without negative vote.

Motion by Greshay to approve the Personnel Requisition for Land Resources and Parks as presented. Second by Schmidt. Motion carried without negative vote.

Motion by Greshay to approve the Personnel Requisition for Child Support as presented. Second by Schmidt. Motion carried without negative vote.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: Seth Tobison , Deputy Sheriff, Sheriff, \$31.05, SSU04, ST2M06, 06/01/2020. RECLASSIFICATION – UNION: None. PROMOTION – UNION: None. NEW HIRE: None. RE-HIRE LIMITED TERM/SEASONAL NEW HIRE: Carol Baumgartner, Parks Attendant/Astico, LR & P, \$12.50, PKA13, ST/YR01, 06/10/2020; Lori McKean, Parks Attendant/Ledge, LR & P, \$12.50, PKA13, ST/YR01, 06/10/2020; Raymond Kleemier, Parks Attendant/Harnischfeger, LR & P, \$12.50, PKA13, ST/YR01, 06/10/2020. LIMITED TERM/SEASONAL REHIRE - Sydney Hintz, Highway Seasonal, Highway, \$12.50, MSC08, ST/YR02, 05/26/2020; Zachariah Yuenger, Highway Seasonal, Highway, \$12.25, MSC08, ST/YR01, 05/26/2020; Paige Diels, Highway Seasonal, Highway, \$12.25, MSC08, ST/YR01, 05/26/2020. RECLASSIFICATION: Robert Petrick, Seasonal Parks Caretaker-Ledge, Land Resources & Parks, \$12.25, PKC06, STYR01, 06/08/2020. PROMOTION: None.

The Committee reviewed the Orientation Period Reports as presented.

**HR Director's Report:**

- a) Summary of Employee Resignations/Retirements: Hinze and Firari presented a summary of recent employee resignations/terminations.
- b) Grievances and Arbitrations: No report.
- c) Provided update regarding 2020 Human Resources Budget

Future Agenda Items: Sworn Union Negotiations and Compensation and Benefit Study

It was the consensus of the Committee to schedule the next meetings of the Human Resources and Labor Negotiations Committee as follows: Special Meeting **Monday, June 22, 2020 at 3:30 p.m.** and Regular Meetings **Tuesday, July 7, 2020 and Tuesday, July 21, 2020 at 9:00 a.m.** which will be held in rooms 1H & I of the Administration Building.

Meeting adjourned by order of the Chairperson at 2:37 p.m.

  
Richard Greshay, Secretary

  
Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.